



## **2013 Open Enrollment - Active Employees** **May 13 – 29, 2013**

Don't miss your once-a-year opportunity to *enroll or make changes* to your Health, Dental, Vision, and Blood Bank coverage! The **2013 Open Enrollment booklet is coming the week of May 6<sup>th</sup> and will be available on the Statewide Benefits website at [www.ben.omb.delaware.gov/oe](http://www.ben.omb.delaware.gov/oe).**

### **Health Plan Online Video:**

Health care options can be very confusing and understanding them is important. Watch the video at [www.ben.omb.delaware.gov/oe](http://www.ben.omb.delaware.gov/oe), to learn more about the health plan options available to you.

### **What you need to do:**

- **Attend a health fair.**  
If you have any questions about the 2013 Open Enrollment process or your benefits, please attend a benefits health fair scheduled at various site locations in each county. Health fair dates and locations are in the Open Enrollment booklet and online at [www.ben.omb.delaware.gov/oe](http://www.ben.omb.delaware.gov/oe).
- **Review your current benefits and make changes in your health, dental, vision and blood bank coverage by midnight May 29, 2013.**
  - If you wish to enroll in new coverage, change plans, add spouse/dependents or terminate coverage for yourself or your spouse/dependents; you must complete the online enrollment process by midnight May 29, 2013. The eBenefits Quick Reference Guide is will be available at [www.ben.omb.delaware.gov/oe](http://www.ben.omb.delaware.gov/oe).
  - The benefit elections you make during open enrollment will take effect July 1, 2013. The changes in your benefit elections will be deducted from your July 26, 2013, pay advice or paycheck viewable online at the following secure website <https://eapps.erp.delaware.gov>.
- **Need help during Open Enrollment with logging on to eBenefits and resetting your password?**
  - Call 1-866-751-7833, between the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday.
- **Complete a Spousal Coordination of Benefits form.**  
If you cover your spouse in one of the State of Delaware Group Health Insurance health plans, you **MUST** complete a new Spousal Coordination of Benefits form each year during Open Enrollment and anytime your spouse's employment or insurance status changes.
  - ***Failure to complete this form will result in a reduction of spousal benefits.***
  - The Spousal Coordination of Benefits form online at [www.ben.omb.delaware.gov/documents/cob](http://www.ben.omb.delaware.gov/documents/cob) must be completed no later than May 29, 2013. Once completed, click "Printable Summary" to print a copy of your submission for your records.
- **Complete an Adult Dependent Coordination of Benefits form.**  
If you cover a dependent who turned 21 prior to the end of the 2012 calendar year, enrolled in one of the State of Delaware Group Health Insurance health plans (with the exception of the CDH Gold plans), you **MUST** complete an Adult Dependent Coordination of Benefits form during Open Enrollment.
  - ***Failure to complete this form will result in a reduction of adult dependent benefits.***
  - The Adult Dependent Coordination of Benefits form available at [www.ben.omb.delaware.gov/documents/cob](http://www.ben.omb.delaware.gov/documents/cob) must be completed and turned in to your Human Resources or Benefits Office no later than May 29, 2013.

**FOR MORE INFORMATION, GO TO [www.ben.omb.delaware.gov/oe](http://www.ben.omb.delaware.gov/oe) OR  
CONTACT THE STATEWIDE BENEFITS OFFICE toll-free at 1-800-489-8933.**